

## INSTRUCTIONS FOR JUVENILE LAW SERVICES REPORT

(PURSUANT TO *IC 31-31-10-et seq.*)

Pursuant to *IC 31-31-10-1* (S.B. 400, 1997), the probation department for the juvenile court is required to maintain information relating to delinquent children and children in need of services who receive ***juvenile law services***.

Section two of the foregoing statute requires that each "probation department shall, not later than October 1 of each year, file a report with the Division of State Court Administration that includes the information the probation department is required to maintain under section 1 of this chapter."

*IC 31-31-10-2(b)* specifies that:

(b) The report under subsection (a) must:

(1) cover the previous state fiscal year; and

(2) include at least the following:

(a) The number of delinquent children and children in need of services who received ***juvenile law services***.

(b) Demographic information relating to the delinquent children and children in need of services who received ***juvenile law services***.

(c) ***All financial information*** relating to juvenile law services provided to delinquent children and children in need of services.

The terms "***juvenile law services***" and "***all financial information***" are highlighted because they are not defined anywhere in the statute. In light of this, the Division of State Court Administration (Division), in conjunction with the Juvenile Justice Improvement Committee of the Indiana Judicial Conference of Indiana (Committee), have defined "***juvenile law services***" to mean:

The filing of a JD (Juvenile Delinquent) case, JS (Juvenile Status), JC (CHINS) or JM (Juvenile Miscellaneous) case as defined pursuant to Administrative Rule 8, which a court constitutes "***juvenile law services***" for the purposes of the reporting requirements of this law.

The financial information available to the courts and probation departments is limited to expenditures made through the courts' budget. Expenditures made from the county's general fund could be made available to the probation department and the court if identified by the county auditor. The bulk of the financial information on children receiving "***juvenile law services***" is collected and reported by the Family and Social Services Agency.

In light of this, the Division and Committee have defined ***“all financial information”*** to be the monies spent through the courts’ budgets and any other county expenditures that the county auditor can identify and provide to the court and/or probation department as monies spent on juvenile cases filed as either JD, JS, JC or JM. This includes expenditures by the Office of Family and Children for the reporting period if the probation department can obtain them from the County Auditor. Office of Family and Children expenditures should be reported on Line 4 in the “Expenditure” section of the Juvenile Law Services Semi-Annual Financial Report.

**Because the probation departments are not privy to much of this information and yet are requested to provide it, these forms call for lump sum summary financial information which is easily obtainable by the probation departments.**

Attached are forms designed for the gathering of the above information. They consist of:

**1. *Semi-Annual Juvenile Law Services Report on Financial Information***

*Indiana Code 31-31-10 et seq.* requires that this information be reported on a state fiscal year basis. In order to accommodate the difference between the county fiscal year, which is the calendar year, and the state fiscal year, which begins July 1 and ends June 30, this form will be filed semi-annually. The semi-annual reporting periods are as follows:

**January 1 through June 30       -       Report due July 20**

**July 1 through December 31       -       Report due January 20**

**2. *Quarterly Juvenile Law Service Report on Demographic Information***

This report is due quarterly. The reporting periods follow the quarterly statistical reports. The reporting periods and due dates are as follows:

**January 1 through March 31       -       Report due on April 20**

**April 1 through June 30       -       Report due on July 20**

**July 1 through September 30       -       Report due on October 20**

**October 1 through December 31       -       Report due on January 20**

### **JUVENILE LAW SERVICES REPORT FAQ's**

- Q: When a juvenile is placed in a detention center in County B from County A, who should report the medical, drug testing, pregnancy test, prescription and other expenses?
- A: The county that ultimately pays the expense should report the expenditure.
- Q: When a detention center receives monies for placements of juveniles from counties outside their own, should these monies be subtracted out?
- A: They should be reported separately under the "reimbursements" section.
- Q: How do we avoid double counting juveniles who may be delinquents and CHINS? Also, should a case involving 5 children be counted as one case or 5 cases?
- A: Each juvenile should be counted only once during a reporting period even if there is more than one petition filed on the juvenile. Each juvenile should be counted separately even if several juveniles are listed in one case.
- Q: Does "any other costs" include OFC expenditures?
- A: Yes, if the probation department can obtain the information.
- Q: Should monies collected from parents, insurance or other counties be shown on the forms? If so, how?
- A: Yes. They should be reflected in "reimbursements."
- Q: Should GAL/CASA matching funds from the state GAL/CASA office be reported? What about the costs paid by parents into the county GAL/CASA user fee fund?
- A: Matching funds from the state GAL/CASA office should not be reported. (We have these figures available from other sources.) Costs paid by the parents should be reported in "reimbursements."